



# Career Ladder Program Guidance

*School Year 2023-24*

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## Revision History

Date of Change	Section/Heading	Page Number
3/14/2023	2023-24 Guidance	Entire Content
9/5/2023	Changed MOSIS Submission Due Date to October 31, 2023 Updated Financial Information contact person	Pg. 8

## Introduction: Career Ladder

The Missouri Career Development and Teacher Excellence Plan (Career Ladder Program) is a voluntary performance pay matching program established by statute. The General Assembly makes an annual appropriation for the purpose of providing the state's share of the Career Ladder Program. The Career Ladder rule (5 CSR 20-400.370) sets forth guidelines for local district participation in the Career Ladder Program.

As part of the fiscal year 2024 (FY 24) state budget, qualifying school districts can apply for grant funds to provide career pay which shall be a salary supplement for eligible teachers. This career pay shall be administered consistent with the provisions set forth in Sections 168.500 – 168.515, RSMo.

The Career Ladder Grant Program supports salary supplements for teaching staff to provide compensation for additional responsibilities and voluntary efforts performed for which a teacher does not already receive some type of compensation. The career advancement program is a matching fund program. Up to 60 percent of the additional salary supplement shall come from state grant funds, and the remaining amount not less than 40 percent and any related benefit costs coming from local sources. This grant is subject to appropriation on an annual basis.

## Eligible LEAs

All public school districts are eligible to apply for this grant program. Charter schools are not included under the language of the statute. This is an optional grant program. This grant program is subject to annual appropriation.

## Eligible Staff

All full-time certified educators who have completed at least two years of public school experience are eligible. They must also be reported in the MOSIS October Cycle Educator submission as a classroom teacher (60 code), librarian/media (40 code), a school counselor (50 code), or a certificated teacher who holds positions as a school psychological examiner, parents as teachers educators, school psychologists, special education diagnosticians (70 code), or speech pathologists (90 code). To be eligible, they must also be paid on the district salary schedule. Changes in participating staff after approval of the application is allowed provided it does not exceed the maximum allocation amount.

## Eligible Costs

School districts will be eligible to request up to 60 percent of the total supplemental salary amount consistent with the professional responsibilities and/or voluntary efforts required of each teacher at each step or stage of career advancement. The school district may establish a salary supplement up to fifteen hundred dollars (\$1,500) for Career Stage I teachers, three thousand dollars (\$3,000) for Career Stage II teachers, and five thousand dollars (\$5,000) for Career Stage III teachers.

## Grant Proration Provision

Should the total approved applications exceed available appropriations, a proration of the grant amount may be necessary. If proration of the grant is necessary, school districts will have the option to withdraw their grant application or amend their plan to use reduced amounts.

## District Career Ladder Plan (DCLP)

Each local school district desiring to participate in the Career Ladder Grant Program shall develop and submit to the Department of Elementary and Secondary Education (department) a District Career Ladder Plan (DCLP). A model DCLP is provided in Appendix A. This plan will provide the organizational basis and required assurances for the district's career ladder. The development of a career ladder plan and participation in the Career Ladder Grant Program is voluntary for local school districts. When districts establish their career ladder plans, they must also accept the responsibility for supplying the local portion of the funding. Teachers who clearly meet the qualifications and responsibilities established as specific criteria (Section 168.500.2(3), RSMo) for the district Career Ladder shall have a reasonable expectation of participating on the career ladder. A summary of the qualifications, responsibilities, and volunteer efforts are provided in Appendix B.

The DCLP shall contain a statement requiring that all criteria used for awarding payment be directly and obviously related to the improvement of programs and services for students as outlined in the District School Improvement Plan, Curriculum Development Plan, Professional Development Plan, Missouri School Improvement Program, or instructional improvement plan.

The DCLP shall contain three (3) stages and the qualifications for each stage. The annual supplemental pay shall not exceed:

- \$1,500 for Stage I
- \$3,000 for Stage II
- \$5,000 for Stage III.

A school district may elect to pay less for each stage, but may not exceed the maximum amounts as specified above. This decision must be noted in the DCLP. The state's payment to the school district is contingent upon appropriations for this purpose (Section 168.515.1, RSMo). This supplemental pay shall be in addition to that which the teacher would normally be accorded by the district's salary schedule (Section 168.505.1, RSMo).

Each career ladder stage shall contain specific qualifications for the teacher prior to application (Section 168.500.2, RSMo). These qualifications shall include:

- Appropriate requirements and years of teaching experience in Missouri public schools for each stage (Section 168.500.2(5), RSMo).
  - At Stage I, the teacher shall have completed two (2) years of teaching experience in a Missouri public school(s), have completed the required beginning teacher assistance program, and participated in two (2) years of mentoring (Section 168.400.4, RSMo)
  - At Stage II, the teacher shall have completed three (3) years of teaching experience in a Missouri public school(s), have completed the required beginning teacher assistance program, and participated in two (2) years of mentoring (Section 168.400.4, RSMo)
  - At Stage III, the teacher shall have completed five (5) years of teaching experience in a Missouri public school(s), have completed the required beginning teacher assistance program, and participated in two (2) years of mentoring (Section 168.400.4, RSMo)

A school district may elect to initially place teachers with more experience at lower stages, as long as it meets the minimum years of experience as specified above. This decision must be noted in the DCLP.

- A clearly defined level of acceptable performance as determined by the district's performance-based teacher evaluation process. The district's evaluation process must be fully aligned to the Essential Principles of Effective Evaluation (5 CSR 20-400.375).
- Appropriate certification in the subject area for each teacher.
- Full-time regular length contract.
- A Career Ladder Development Plan is created by the teacher and submitted for approval. A sample model plan is available in Appendix C. The Career Ladder Development Plan shall contain a minimum of clock hours to be spent on approved responsibilities or volunteer efforts. A school district may elect to require more clock hours. A school district may also allow a teacher on Stage III to be paid for Stage II or a teacher on Stage II to be paid for Stage I if the teacher is unable to complete the necessary hours. This decision must be noted in the DCLP and must, at a minimum, meet the required clock hours per stage as follows:
  - At Stage I the teacher completes a minimum of fifty (50) clock hours
  - At Stage II the teacher completes a minimum of seventy-five (75) clock hours
  - At Stage III the teacher completes complete a minimum of one hundred (100) clock hours
- Each career ladder stage shall contain responsibilities commensurate to the compensation offered for each stage that will be completed by the teacher while on the career ladder. These responsibilities shall directly and obviously relate to the improvement of programs and services for students as outlined in the District School Improvement Plan, Curriculum Development Plan, Professional Development Plan, Missouri School Improvement Program or instructional improvement plan. Responsibilities shall be detailed in the teacher's Career Ladder Development Plan. A list of inappropriate activities is provided in Appendix D. Such additional responsibilities and volunteer efforts should occur outside of the compensated hours and duties and be completed from May 1 of the current year through May 31 of the next school year. These responsibilities and volunteer efforts may include but not be limited to:
  - Participating in teacher externships as provided in Section 168.025, RSMo;
  - Serving as a coach, supervisor, or organizer of any extracurricular activities for which the teacher does not already receive additional compensation;
  - Serving as a mentor or cooperating teacher for new teachers for which the teacher does not already receive additional compensation;
  - Serving as a mentor for students, whether in a formal or informal capacity;
  - Providing high quality tutoring or additional learning opportunities to students;
  - Assisting students with postsecondary education preparation including, but not limited to, teaching an American College Testing (ACT) or Scholastic Aptitude Test (SAT) preparation course or assisting students with completing college or career school admission or financial assistance applications;
  - Receiving additional teacher training, coursework (recommended: 1 credit hour of coursework = 15 Career Ladder hours), or certification outside of that offered by the school district (i.e. National Board Certification); or
  - Other (the responsibility or voluntary effort should directly and obviously relate to improved programs and services for students as outlined in the District School Improvement Plan, Curriculum Development Plan, Professional Development Plan, Missouri School Improvement Program, or instructional improvement and is an additional responsibility or voluntary effort extending beyond or in addition to contractual expectations).

- The DCLP may contain additional qualifications deemed appropriate by the local board of education to the extent they are consistent with the provisions of Sections 168.500—168.515, RSMo.
- The local school district shall show evidence of teacher, administrator, and patron involvement in the development of the DCLP.
- The DCLP shall contain provisions for assessment of the district's career ladder. Plans will be made for periodic assessment of the district's career ladder under the direction of the local board of education with assistance from administrators, teachers, and patrons. Criteria for assessment shall include, but not be limited to, benefits for schools and students, and teacher interest and participation. In addition, school districts will report data on their Career Ladder Grant Program to the department upon request.
- The DCLP shall contain procedures for appealing decisions made regarding approval or denial of application and placement on the career ladder (Section 168.500.2(6), RSMo), including the right to substantive and procedural appeals of the local comprehensive and performance-based evaluation process. Procedures shall include, but not necessarily be limited to, the following:
  - An opportunity to have the decision reviewed by the superintendent of schools; and
  - An opportunity for the local board of education to review the superintendent's decision.
  - Appeal procedures shall be implemented in a timely fashion. All decisions made with respect to a teacher's application to, and placement on, any stage of the career ladder shall be based on the qualifications for that stage as stated in the DCLP.
- The DCLP shall contain provisions for recognition of teacher mobility from one (1) - participating district to another within this state (Section 168.500.5, RSMo).

## DCLP Approval

The department will periodically review local district plans and will annually collect information from local school districts regarding their career ladder process. This information requested by the department may include but not be limited to:

- a. Total number of teachers participating at each stage
- b. Total local contribution
- c. Total hours of teacher participation in each of these categories:
  - Participating in teacher externships as provided in Section 168.025, RSMo;
  - Serving as a coach, supervisor, or organizer of any extracurricular activities for which the teacher does not already receive additional compensation;
  - Serving as a mentor or cooperating teacher for new teachers for which the teacher does not already receive additional compensation;
  - Serving as a mentor for students, whether in a formal or informal capacity;
  - Providing high quality tutoring or additional learning opportunities to students;
  - Assisting students with postsecondary education preparation including, but not limited to, teaching an ACT or SAT preparation course or assisting students with completing college or career school admission or financial assistance applications;
  - Receiving additional teacher training, coursework or certification outside of that offered by the school district (i.e. National Board Certification); and
  - Other (with description of how this responsibility or voluntary effort directly and obviously relates to the improvement of programs and services for students as outlined in the District School Improvement Plan, Curriculum Development Plan, Professional

Development Plan, Missouri School Improvement Program or instructional improvement).

d. Overall annual retention rates of participating teachers

In each year of participation in Career Ladder, the local school district must submit to the department by April 30 any revisions or amendments to an approved DCLP, adopted by the local board of education, or would submit a new DCLP adopted by the local board for initial approval.

Upon receipt of the school district's career ladder application, the department will review plans for eligibility to participate in the program. The department will evaluate the local district's career ladder plan to determine compliance with applicable statutes and standards and procedures as described in the eight components established in the Model District Career Ladder Plan (Appendix A). The department will notify school districts of necessary modifications, eligibility, or denial.

Each eligible district shall identify participating teachers through the Core Data/MOSIS Collection System provided by the department. Upon receipt of the Core Data information, the department will review the list of participating teachers and calculate the state portion of the career ladder salary supplement. Prior to April 1, the department will ask the district to confirm that the Core Data/MOSIS data is up to date and accurate. The department will schedule the appropriate reimbursement for Career Ladder Stages I, II, and III payments to occur in June, in concert with the regular payment of foundation program funds through the electronic Plan and electronic Grant System (ePeGS) (See Appendix E).

## Payments to Staff

Eligible districts receiving career ladder salary supplements shall pay to each teacher an amount consistent with their approved Stage as specified in the district application, not to exceed the amounts provided by Section 168.515(1), RSMo. Payments to all teachers in Stages I, II, and III will occur no later than June 30, upon the completion of their Career Ladder Plan. If staffing/eligibility changes, the department shall be notified of the changes, and will make an offsetting correction on the ensuing payment.

## Federally Funded Positions

This grant program requires a local match of 40 percent for any additional salary provided by the grant. For positions otherwise funded by a federal program for the base salary, local funds must be used to match the state funds provided by the grant to supplement salaries based on the qualifications and responsibilities of each stage. Federal funds may not be used for the grant salary matching funds. This is true for positions funded discretely by federal funds (e.g. Title I) and for situations where Title I is implemented using a School wide Pool model.

## MOSIS/Core Data Reporting

Career Ladder Program information is reported in the MOSIS and Core Data collection systems. The following is a list of the Core Data screens and MOSIS files pertaining to the program.

- Core Data Screen 02 (August Cycle) includes four fields:
  - A dropdown indicating the district's participation in the program, and
  - Steps 1-3, indicating the supplemental pay for each step of the program.



- Core Data Screen 03 (August Cycle) includes a field to collect the specific program contact personnel at the district.
- Core Data Screen 18 (October Cycle) displays the Career Ladder Step and Supplement Amount for participating educators.
  - The Career Ladder Step on Screen 18 is populated from the Career Ladder Stage field reported in the MOSIS October Educator file.

The Career Ladder Supplement on Screen 18 corresponds to the supplement amount reported on Screen 02.

## Future Considerations

This grant program is subject to annual appropriations. The status of this grant program for the FY 25 budget will not be finalized until the state budget is signed by the Governor in June 2024. Moving forward, school districts are strongly encouraged to implement language in their DLCP related to the contingent nature of this funding stream.

## Application Process

To apply for the Career Ladder Grant Program, school districts will create and submit a new DCLP through the department's Web Application, Compliance Plans. Revised or amended DCLPs are submitted through Compliance Plans as well. The eight required components of the DCLP are outlined in Appendix A and the required elements in Compliance Plans are outlined in Appendix F. Once the application is approved and overall funding status is determined, an allocation will be generated for each school district in department's Web Application, ePeGs. Districts will enter a budget in ePeGs and make necessary revisions as outlined in Appendix E. Applications should be submitted no later than April 30, 2023.

As part of the application process, school districts agree to the following assurances:

- The school district assures that the data submitted in the application is accurate at the time of submission.
- If approved for the grant, the school district will comply with applicable statute, regulation, and program rules.
- If approved for the grant, the school district will pay each teacher the appropriate supplemental amount as determined for each stage, including providing the 40 percent local matching funds. If proration is necessary, the school district will have the opportunity to withdraw from the grant program.
- The school district understands that the Career Ladder Grant Program is an annual program, subject to appropriation and withholding.
- The school district assures that it will only request Career Ladder funds based on approved qualifications, responsibilities and volunteer efforts by eligible staff.
- The school district assures that it will meet the minimum salary requirements under Section 163.172, RSMo. without using the Career Ladder Grant Program.

School districts will need to submit the following information in the Application for Approval of the District Career Ladder Plan through Compliance Plans (see Appendix F):

- Number of teachers at each stage
- Confirmation of funding amount at each stage; or

- Confirmation of funding amount if different than allowed by law
- Upload the District Career Ladder Plan
- Date of District Board of Education approval (actual or projected)
- Email address for the person to receive status change notifications

## Staff Updates

Staffing changes may occur during the school year that involve teachers eligible for the Career Ladder Program. Districts must update their MOSIS/Core Data Career Ladder salary entries no later than April 1, 2024 for any teachers who are not on track to meet their Career Ladder plan by May 31, 2024. Changes in participating staff after approval of the application is allowed provided it does not exceed the maximum allocation amount.

## Finance Coding

Function Codes	6100 Certificated Salaries
1000 Instruction	
2000 Support Services	
3000 Community Services	

Coding of Career Ladder should align with those provided in the [Missouri Financial Accounting Manual](#). The revenue and project codes associated with the Teacher Baseline Salary Grant are:

Grant	Revenue Code
Career Ladder Grant Program	5317

Project Codes	Project Code	Source Code
Career Ladder Grant Program State Funds	31700	3
Career Ladder Grant Program Local Match	14317	1, 2

Expenditures for Career Ladder duties should be coded to the most appropriate function code for the majority of duties being performed, which may differ from the function code used to record the employee's normal salary.

The location code for the building those duties are being performed at should be used even if that is different from the employee's normal location code tied to their regular salary.

Each employee's career ladder payment will include two entries. A state and local portion, with the state portion tied to the Project Code 31700 and Source Code of 3 and the local portion tied to the Project Code 14317 and Source Code of 1 or 2, resulting in two separate entries for their Career Ladder salary payment.

Questions regarding retirement withholdings on Career Ladder salary should be addressed to the Public School Retirement System (PSRS). Other benefit withholdings may follow the coding of the additional salary payments.

## State Reimbursement Payment Procedures

Eligible districts receiving career ladder salary supplements shall pay to each teacher an amount specified in the district application and not to exceed the amounts provided by Section 168.515(1), RSMo. Payments to all teachers in Stages I, II and III shall occur no later than June. Districts will receive state reimbursement in June, in concert with the regular payment of foundation program funds, contingent upon appropriations.

## Key Dates

Activity	Date
Application Opens	March 31, 2023
Applications Due	April 30, 2023
MOSIS Educator Submission Due	October 31, 2023
Complete ePeGs Budget	December 16, 2023
ePeGs Budget Revisions	As Needed
MOSIS Educator Final Resubmission	April 1, 2024
Final Expenditure Report (FER) Payment Request	May 1, 2024

## Contact Information

Topic	Contact	Email	Phone
<b>General Grant Information</b>	Paul Katnik, Assistant Commissioner	<a href="mailto:Paul.Katnik@dese.mo.gov">Paul.Katnik@dese.mo.gov</a>	573-751-2990
<b>General Grant Information</b>	Bobbie Jo Lewis, Coordinator	<a href="mailto:Bobbie.Lewis@dese.mo.gov">Bobbie.Lewis@dese.mo.gov</a>	573-526-6650
<b>Financial Information</b> For payment and coding questions	Andrea Powell Coordinator	<a href="mailto:andrea.powell@dese.mo.gov">andrea.powell@dese.mo.gov</a>	573-751-6653
<b>MOSIS/Core Data</b> Any other questions related to MOSIS/Core Data	Amber Castleman, Coordinator	<a href="mailto:coredata-mosis@dese.mo.gov">coredata-mosis@dese.mo.gov</a>	573-526-2572

## Appendix A: Model DCLP

Each local school district desiring to participate in the Career Ladder Grant Program shall develop and submit to the department a District Career Ladder Plan (DCLP). This plan has eight required components and provides the organizational basis and required assurances for the district's career ladder program.

- I. **The DCLP shall contain a statement that the teacher's Career Development Plan directly and obviously relates to improvement of programs and services for students as outlined in the District School Improvement Plan, Curriculum Development Plan, Professional Development Plan, Missouri School Improvement Program, or instructional improvement plan in the district.**

The XYZ School District is committed to providing a successful educational experience for all students. Educational excellence is dependent largely on the skill, talent, and dedication of educators. The purpose of the Career Ladder Program is to enhance the educational experience of students by recognizing and rewarding productive, effective educators. The XYZ School District has developed a School Improvement Plan, a Curriculum Development Plan, a Professional Development Plan and participates in the Missouri School Improvement Program in order to facilitate and improve the educational experience for all students. All Career Ladder responsibilities will be academic in nature and shall directly and obviously relate to the improvement of programs and services for students as outlined in the XYZ School Improvement Plan, Curriculum Development Plan, Professional Development Plan, the Missouri School Improvement Program, or other instructional improvement plan in the XYZ School District. The teacher's Career Development Plan (CDP) will associate each Career Ladder responsibility or volunteer effort with either a designated plan or other instructional improvement.

- II. **The DCLP shall contain three stages, the required hours of responsibilities or volunteer efforts for each stage and the maximum pay amount. A school district may elect to pay an amount less than the maximum allowable at each stage. The annual supplemental pay shall not exceed:**

- a. **Stage I – requires 50 hours for a maximum amount of \$1,500**
- b. **Stage II – requires 75 hours for a maximum amount of \$3,000**
- c. **Stage III – requires 100 hours for a maximum amount of \$5,000**

**The state's payment is contingent upon appropriations for this purpose. This supplemental pay shall be in addition to that which the teacher would normally be accorded by the district's salary schedule.**

The XYZ School District shall assign qualified, participating teachers to the appropriate stage and award teachers supplemental pay in an amount to be specified annually and not to exceed \$1,500 for Stage I, \$3,000 for Stage II or \$5,000 for Stage III. This supplemental pay shall be in addition to the salary normally accorded the teacher by the district's salary schedule.

**III. In order to participate, eligible school district educators shall meet the following qualifications prior to participation:**

Eligible educators in Stage I of the XYZ School District shall:

- a. Completed two (2) years teaching experience in Missouri public schools.
- b. Completed the required beginning teacher assistance program and participated in two (2) years of mentoring (Section 168.400.4, RSMo and applies to teachers only),
- c. Performed at an acceptable level or above on all criteria on the most recent final evaluation instrument of the performance-based teacher evaluation process. The local evaluation process must be fully aligned to the Essential Principles of Effective Evaluation (5 CSR 20-400.375).
- d. Be serving on not less than a regular length full time contract.
- e. Appropriate certification in the subject area for each teacher.
- f. Developed a Career Development Plan (CDP) that contains responsibilities or volunteer efforts that the educator will assume in order to receive his/her Career Ladder supplemental pay. The educator will complete one or more responsibilities or volunteer efforts by May 31, 2024. The district shall ensure that a minimum of fifty (50) clock hours are completed for Stage I. This requirement should coincide with the standard\* and be commensurate and adjustable to the compensation offered for Stage I. The educator shall relate each responsibility to an identified plan or other instructional improvement.

Eligible educators in Stage II of the XYZ School District shall:

- a. Completed three (3) years teaching experience in Missouri public schools.
- b. Completed the required beginning teacher assistance program and participated in two (2) years of mentoring (Section 168.400.4, RSMo and applies to teachers only),
- c. Performed at an acceptable level or above on all criteria on the most recent final evaluation instrument of the performance-based teacher evaluation process. The local evaluation process must be fully aligned to the Essential Principles of Effective Evaluation (5 CSR 20-400.375).
- d. Be serving on not less than a regular length full time contract.
- e. Appropriate certification in the subject area for each teacher.
- f. Developed a Career Ladder Development Plan (CDP) that contains responsibilities or volunteer efforts that the educator will assume in order to receive his/her Career Ladder supplemental pay. The educator will complete one or more responsibilities or volunteer efforts by May 31, 2024. The district shall ensure that a minimum of seventy-five (75) clock hours are completed for Stage II. This requirement should coincide with the standard\* and be commensurate and adjustable to the compensation offered for Stage II. The educator shall relate each responsibility to an identified plan or other instructional improvement.

Eligible educators in Stage III of the XYZ School District shall:

- a. Completed five (5) years teaching experience in Missouri public schools.

- b. Completed the required beginning teacher assistance program and participated in two (2) years of mentoring (Section 168.400.4, RSMo and applies to teachers only),
- c. Performed at an acceptable level or above on all criteria on the most recent final evaluation instrument of the performance-based teacher evaluation process. The local evaluation process must be fully aligned to the Essential Principles of Effective Evaluation (5 CSR 20-400.375).
- d. Be serving on not less than a regular length full time contract.
- e. Appropriate certification in the subject area for each teacher.
- f. Developed a Career Ladder Development Plan (CDP) that contains responsibilities or volunteer efforts that the educator will assume in order to receive his/her Career Ladder supplemental pay. The educator will complete one or more responsibilities or volunteer efforts by May 31, 2024. The district shall ensure that a minimum of one hundred (100) clock hours are completed for Stage III. This requirement should coincide with the standard\* and be commensurate and adjustable to the compensation offered for Stage III. The educator shall relate each responsibility to an identified plan or other instructional improvement.

**IV. Responsibilities or voluntary efforts are commensurate and adjustable to the compensation offered for that stage and will be completed by the teacher while on the Career Ladder. Responsibilities or volunteer efforts shall be detailed in the teachers Career Ladder Development Plan (see Appendix C). Teachers on each stage of the Career Ladder Plan will complete a required minimum number of clock hours of efforts:**

- a. Stage I – fifty (50) clock hours**
- b. Stage II – seventy-five (75) clock hours**
- c. Stage III – one hundred (100) clock hours**

Eligible teachers participating in the Career Ladder Grant Program of the XYZ School District shall complete a minimum of clock hours in one or more responsibilities or volunteer efforts. XYZ School District teachers will complete:

- a. At least fifty (50) clock hours for those teachers in Stage I
- b. At least seventy-five (75) clock hours for those teachers in Stage II
- c. At least one hundred (100) clock hours for those teachers in Stage III

XYZ School district teachers participating in the Career Ladder Grant Program shall complete a minimum of the required hours on responsibilities or voluntary efforts in one of the following areas:

- a. Serving in teacher externships as provided in Section 168.025, RSMo;
- b. Serving as a coach, supervisor, or organizer of any extracurricular activities for which the teacher does not already receive additional compensation;
- c. Serving as a mentor or cooperating teacher for new teachers for which the teacher does not already receive additional compensation;
- d. Serving as a mentor for students, whether in a formal or informal capacity;
- e. Providing high quality tutoring or additional learning opportunities to students;

- f. Assisting students with postsecondary education preparation including, but not limited to, teaching an ACT or SAT preparation course or assisting students with completing college or career school admission or financial assistance applications;
- g. Receiving additional teacher training, coursework (recommended: 1 credit hour of coursework = 15 Career Ladder hours), or certification outside of that offered by the school district (i.e. National Board Certification); or
- h. Other (the responsibility or voluntary effort should directly and obviously relate to improved programs and services for students as outlined in the District School Improvement Plan, Curriculum Development Plan, Professional Development Plan, Missouri School Improvement Program or instructional improvement and is an additional responsibility or voluntary effort extending beyond or in addition to contractual expectations).

If a participating educator is unable to complete the required 100 hours at Stage III, a school district may elect to pay them at Stage II or Stage I based on the hours they complete. If a participating educator is unable to complete the required 75 hours at Stage II, a school district may elect to pay them at Stage I based on the hours they complete.

**V. The DCLP shall show evidence of teacher, administrator and patron involvement in the development of the DCLP.**

The XYZ School District teachers selected five teachers, two administrators, one parent, and one board member to serve on a working group that developed the XYZ School District's DCLP. This working group gathered feedback on the draft of the DCLP and made appropriate revisions before it was presented to the local school board for approval.

**VI. The DCLP shall contain provisions for assessment of the district's Career Ladder.**

The XYZ School District has created an assessment committee. This committee consists of educators, administrators, and patrons. This committee will annually assess the success of the DCLP. They will report to the board each year at the regular May board meeting regarding the benefits for school and students, and teacher interest and participation. In addition, the XYZ School District will report data on their Career Ladder Grant Program to the department upon request. Information reported to the department upon request may include but not be limited to

- a. Total number of teachers participating at each stage
- b. Final total state contribution
- c. Final total local contribution
- d. Total hours of teacher participation in these categories
  - Participating in teacher externships as provided in Section 168.025, RSMo;
  - Serving as a coach, supervisor, or organizer of any extracurricular activities for which the teacher does not already receive additional compensation;
  - Serving as a mentor or cooperating teacher for new teachers for which the teacher does not already receive additional compensation;
  - Serving as a mentor for students, whether in a formal or informal capacity;
  - Providing high quality tutoring or additional learning opportunities to students;

- Assisting students with postsecondary education preparation including, but not limited to, teaching an ACT or SAT preparation course or assisting students with completing college or career school admission or financial assistance applications;
  - Receiving additional teacher training or certification outside of that offered by the school district (i.e. National Board Certification); or
  - Other (with description of how this responsibility or voluntary effort directly and obviously relates to the improvement of programs and services for students as outlined in the District School Improvement Plan, Curriculum Development Plan, Professional Development Plan, Missouri School Improvement Program or instructional improvement).
- e. Overall annual retention rates of participating teachers

**VII. The DCLP shall contain procedures for appealing decisions made regarding approval or denial of application and placement on the Career Ladder, including the right to substantive and procedural appeals of the PBTE.**

Any XYZ School District educator who is denied participation in the Career Ladder Program due to a determination from the performance-based evaluation process or a determination that they have not met the requirements for participation will have the option to appeal that determination. The appeal procedure shall include:

- a. An opportunity to have the decision reviewed by the superintendent of schools of the XYZ School District; and
- b. An opportunity to have the decision rendered by the superintendent reviewed by the local board of education for the XYZ School District.

Appeal procedures shall be implemented in a timely fashion. All decisions made with respect to a teacher's application to and placement on any stage of the Career Ladder shall be based on the qualifications for that stage as stated in this XYZ School District Career Ladder Plan.

**VIII. The DCLP shall contain provisions for recognition of teacher mobility from one participating district to another within the state.**

An educator entering the XYZ School District may apply to participate on any Career Ladder stage for which he/she is qualified based on total years of experience in a Missouri public school.

[Note: Districts may choose to add time lines and other details to their plans. School districts may also elect for educators to be paid at a lesser stage if they were unable to complete the required minimum hours.]



\* The Career Ladder Grant Program Standard is:

STAGE	DOLLARS	HOURS	MINIMUM # OF RESPONSIBILITIES
Stage I	\$1,500	50	1
Stage II	\$3,000	75	1
Stage III	\$5,000	100	1

The minimum number of responsibilities or volunteer efforts and the minimum number of clock hours must be met for a teacher to be eligible under the Career Ladder Grant Program.

## Appendix B: Qualifications, Responsibilities, and Volunteer Efforts

### The Missouri Career Ladder Grant Program

### Qualifications, Responsibilities and Volunteer Efforts Summary (revised August 2022)

Participation in the Career Ladder is voluntary for school districts and for individual educators.

Stage I (\$1,500 maximum)		Stage II (\$3,000 maximum)		Stage III (\$5,000 maximum)	
Qualifications	Responsibilities	Qualifications	Responsibilities	Qualifications	Responsibilities
<ol style="list-style-type: none"> <li>Two (2) years teaching experience in a Missouri public school.</li> <li>Appropriate certification for teaching responsibilities.</li> <li>Completion of required beginning teacher assistance program consistent with 5 CSR 20-400.385.</li> <li>Completion of required two years of mentoring consistent 5 CSR 20-400.380.</li> <li>Effective rating on a comprehensive performance-based evaluation process aligned to the Essential Principles of Effective Evaluation (5 CSR 20-400.375).</li> </ol>	<p>The teacher has met all of the qualifications for Stage I and participated in a minimum of at least fifty (50) clock hours in one or more of the following:</p> <ul style="list-style-type: none"> <li>Participated in a teacher externships as provided in Section 168.025, RSMo;</li> <li>Served as a coach, supervisor, or organizer of any extracurricular activities for which the teacher does not already receive additional compensation;</li> <li>Served as a mentor or cooperating teacher for a new teacher for which the teacher does not already receive additional compensation;</li> <li>Served as a mentor for students whether formally or informally;</li> <li>Provided high quality tutoring or additional learning opportunities to students consistent with the department's <a href="#">Administrative Memo FAS-21-004</a>;</li> <li>Assisted students with postsecondary education preparation including, but not limited to, teaching an ACT or SAT preparation course or assisting students with completing college or career school admission or financial assistance applications;</li> <li>Received additional teacher training or certification outside of that offered by the school district.</li> <li>Other (description required)</li> </ul>	<ol style="list-style-type: none"> <li>Three (3) years teaching experience in Missouri public schools.</li> <li>Appropriate certification for teaching responsibilities.</li> <li>Effective rating on a comprehensive performance-based evaluation process aligned to the Essential Principles of Effective Evaluation (5 CSR 20-400.375).</li> </ol>	<p>The teacher has met all of the qualifications for Stage II and participated in a minimum of at least seventy-five (75) clock hours in one or more of the following</p> <ul style="list-style-type: none"> <li>Participated in a teacher externships as provided in Section 168.025;</li> <li>Served as a coach, supervisor, or organizer of any extracurricular activities for which the teacher does not already receive additional compensation;</li> <li>Served as a mentor or cooperating teacher for a new teacher for which the teacher does not already receive additional compensation;</li> <li>Served as a mentor for students whether formally or informally;</li> <li>Provided high quality tutoring or additional learning opportunities to students consistent with the department's <a href="#">Administrative Memo FAS-21-004</a>;</li> <li>Assisted students with postsecondary education preparation including, but not limited to, teaching an ACT or SAT preparation course or assisting students with completing college or career school admission or financial assistance applications;</li> <li>Received additional teacher training or certification outside of that offered by the school district.</li> <li>Other (description required)</li> </ul>	<ol style="list-style-type: none"> <li>Five (5) years teaching experience in Missouri public schools.</li> <li>Appropriate certification for teaching responsibilities.</li> <li>Effective rating on a comprehensive performance-based evaluation process aligned to the Essential Principles of Effective Evaluation (5 CSR 20-400.375).</li> </ol>	<p>The teacher has met all of the qualifications for Stage III and participated in a minimum of at least one hundred (100) clock hours in one or more of the following</p> <ul style="list-style-type: none"> <li>Participated in a teacher externships as provided in Section 168.025;</li> <li>Served as a coach, supervisor, or organizer of any extracurricular activities for which the teacher does not already receive additional compensation;</li> <li>Served as a mentor or cooperating teacher for a new teacher for which the teacher does not already receive additional compensation;</li> <li>Served as a mentor for students whether formally or informally;</li> <li>Provided high quality tutoring or additional learning opportunities to students consistent with the department <a href="#">Administrative Memo FAS-21-004</a>;</li> <li>Assisted students with postsecondary education preparation including, but not limited to, teaching an ACT or SAT preparation course or assisting students with completing college or career school admission or financial assistance applications;</li> <li>Received additional teacher training or certification outside of that offered by the school district.</li> <li>Other (description required)</li> </ul>

## Appendix C: Model Career Ladder Development Plan for Teachers

### ***Career Ladder Development Plan for Teachers***

Name: \_\_\_\_\_

#### **QUALIFICATIONS**

<input type="checkbox"/>	Stage I: Two years' teaching experience (50 hours) (select one stage)
<input type="checkbox"/>	Stage II: Three years' teaching experience (75 hours) (select one stage)
<input type="checkbox"/>	Stage III: Five years' teaching experience (100 hours) (select one stage)
<input type="checkbox"/>	Regular length, Full-Time Contract (required)
<input type="checkbox"/>	Appropriate Certification (required)
<input type="checkbox"/>	Acceptable performance as determined by the district's performance-based teacher evaluation process (required)

#### **RESPONSIBILITIES OR VOLUNTARY EFFORTS (select all that apply)**

<input type="checkbox"/>	Participating in teacher externships as provided in Section 168.025, RSMo.
<input type="checkbox"/>	Serving as a coach, supervisor, or organizer of any extracurricular activities for which the teacher does not already receive additional compensation.
<input type="checkbox"/>	Serving as a mentor or cooperating teacher for new teachers for which the teacher does not already receive additional compensation.
<input type="checkbox"/>	Serving as a mentor for students, whether in a formal or informal capacity.
<input type="checkbox"/>	Providing high quality tutoring or additional learning opportunities to students.
<input type="checkbox"/>	Assisting students with postsecondary education preparation including, but not limited to, teaching an ACT or SAT preparation course or assisting students with completing college or career school admission or financial assistance applications.
<input type="checkbox"/>	Receiving additional teacher training or certification outside of that offered by the school district (i.e. National Board Certification).
<input type="checkbox"/>	Other (with description of how this responsibility or voluntary effort directly and obviously relates to the improvement of programs and services for students as outlined in the District School Improvement Plan, Curriculum Development Plan, Professional Development Plan, Missouri School Improvement Program or instructional improvement.

I certify that the above named educator meets all requirements for participation on the Career Ladder Stage indicated.

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date

## Appendix D: Activities Inappropriate for the Career Ladder Program

The following are **examples** of activities that are not acceptable responsibilities or voluntary efforts as they are not in keeping with the intention of the Career Ladder statute, which is additional services that benefit students for additional compensation. **THIS LIST IS NOT ALL INCLUSIVE.**

- Writing lesson plans or instructional units that are part of a teacher's regular responsibility for implementing the district's curriculum and to design appropriate learning experiences for the students in his/her classroom or team or a part of an educator's typically contracted times and duties
- Preparation for or participation in Individualized Educational Plan (IEP) meetings
- Tutoring cannot include open gym, study hall, detention, and/or any activity for which a teacher traditionally or already receives a stipend
- Community activities that do not include students
- Community activities that include students but are not directly and obviously related to instruction
- Taking tickets, time keeping, score keeping, and attending school functions
- Any fund raisers or concession stand activities (PTO carnivals, PTO craft fairs, ball tournaments, book orders, etc.)
- Attending State Board of Education meetings (unless attending to make a report for an approved committee)
- Any activity that is part of the educator's regular contracted and compensated work day
- Any activity for which the educator receives compensation regardless of the source of that compensation
- College classes in administration courses (exception: classes required for another program or improvement of instruction for students; ex. curriculum development; recommended 1 credit hour = 15 Career Ladder hours)
- Any Church affiliated activity
- Any activity related to scouting or other non-academic activities
- Painting classrooms
- School beautification projects

**NOTE: The educator should be an ACTIVE participant in the planning and execution of approved activities. Supervision or attendance alone is not adequate.**

(Example: Attending a workshop or conference is not adequate. In addition to attendance, a participant should find a way to report (written or oral) and share with co-workers ideas, teaching strategies, content updates, etc, acquired at the professional meeting.

- Being a presenter is sufficient.
- Supervision of students on the bus (ex. field trips) is not adequate.

## Appendix E: ePeGS Budget Process

### ePeGS Budget Process

LEAs applying for Career Ladder Grant Program funds must submit a budget in the electronic Plan and electronic Grant System (ePeGS) in [DESE Web Applications](#). LEAs can create a budget using the following steps (must have Educator Quality roles granted by User Manager before proceeding):

**1. Login to [DESE Web Applications](#)**

**2. Select ePeGS**

**3. Select Funding Application Menu**

**4. Select Educator Quality**

**5. Select Career Ladder Grant**

**6. Select Budget Application**

**7. Create new budget application.**

**8. Complete Budget Grid Page**

The budgeted amounts on the budget grid should include expenditures that will be made for eligible teachers' salaries in the Career Ladder Grant. Budgeted expenditures may not exceed the total funds available amount. The [Missouri Financial Accounting Manual](#) should be used when budgeting funds. LEAs should budget their total allocation.

- **Enter Salaries**—Enter the total cost of salaries in the correct salaries column and row.
- **Click Save**—The total column will automatically calculate the total cost for each line once the Save button is clicked.
- **Agree to the certification statement** – The certification statement must be agreed to by checking the box.
- **Select Save and Continue**

**9. Review Budget Grid Page**

- **Data Review**—After all pages have been saved, ensure the budget grid has been completed accurately based on the data populated from the supporting pages.
- **Check for Edits**—The LEA can only submit the budget application if errors do not exist. Click the Edit button (if applicable) to see if changes are necessary. If errors exist, the LEA must correct them before the budget application can be submitted. Errors are indicated with an "E" in the Edit Message. The budget application can be submitted if only Warnings indicated with a "W" are displayed in the Edit Message.

- **Click Save**—The total column will automatically calculate the total cost for each line once the Save button is clicked.

#### 10. Complete Submittal and Approval Page

- **Check for Edits**—The LEA can only submit the budget application if errors do not exist. Click the Edit button (if applicable) to see if changes are necessary. If errors exist, the LEA must correct them before the budget application can be submitted. Errors are indicated with an “E” in the Edit Message. The budget application can be submitted if only Warnings indicated with a “W” are displayed in the Edit Message
- **Submit Budget Application**—After all errors have been corrected, click the Submit button.

### ePeGS Budget Revision Process

Budget revisions may be necessary for the Career Ladder Grant. LEAs can create a revision using the following steps:

1. **Select Create Revision**
  - Select the Create Revision link above the Version on the left side of the screen on the Grant Summary Page under Budget Show.
2. **Revise the Budget Application**
  - Update the budget application pages where needed using the steps in Appendix E of this guide.
3. **Enter any comments in the District/LEA Comment Box and select Save**
4. **Submit Budget Application Revision**
  - After all edits have been corrected, select the Submit button.

### ePeGS Final Expenditure Report and Payment Request

1. **Select FER**
  - Select the Create FER link above the Version on the left side of the screen on the Grant Summary Page under Final Expenditure Report Show.
2. **Create the FER**
  - Enter the amounts for the final expenditure report.
3. **Enter any comments in the District/LEA Comment Box and select Save**
4. **Submit Final Expenditure Report**
  - After all edits have been corrected, select the Submit button.

## Appendix F: District Career Ladder Application

[Compliance Plans - LEA Home >](#)

### District Career Ladder Plan Application

Application Status: **In Progress**

#### Participation

Number of Teachers - Enter number of teachers participating in District Career Ladder Plan for next school year.

Career Ladder Stage	Number of Teachers
Stage I	<input type="text" value="0"/>
Stage II	<input type="text" value="0"/>
Stage III	<input type="text" value="0"/>


Will your district offer Career Ladder participants the traditional amounts of \$1500, \$3000, and \$5000 for Stage I, II, and III?

☐ Yes

☐ No

If not, what will be the amount? Stage I  Stage II  Stage III

#### Upload Required Files

Required File	Upload New File	Date Uploaded	View File	Delete File
District Career Ladder Plan	<input type="button" value="Choose File"/> <input type="text" value="No file chosen"/> 	---	---	N/A

#### Summary Review

State Grant	District Local Match
\$900.00	\$600.00

#### District Approval

The district agrees to comply with the Department's rules and regulations regarding the Career Ladder Program and understands the obligation to pay the district's portion of the Career Ladder match.

Date Career Ladder Plan Approved by District Board of Education

Email address to receive status change notifications.

#### Submit Application